



Department of Conservation & Recreation

CONSERVING VIRGINIA'S NATURAL & RECREATIONAL RESOURCES



CEDAR CREST CONFERENCE CENTER

TWIN LAKES STATE PARK
GREEN BAY, VIRGINIA

WE THINK YOU'RE SPECIAL

The experienced and caring staff of Cedar Crest wants to help you create the perfect event – any time of the year. Whether you're looking for a scenic location for a wedding or need a full-service conference facility for a business meeting, Cedar Crest is ready to help. Give us a call to discuss your plans and find out what we can do for you!

IT'S A NATURAL CHOICE THAT CATERS TO THE MIND, BODY AND SPIRIT

- Cedar Crest Conference Center overlooks a beautiful, quiet 36-acre lake
- Cottages and campsites – nestled in Twin Lakes State Park – work with every budget
- Swimming, fishing, hiking, boating, bicycling, and interpretive programs for your enjoyment

WE HAVE EVERYTHING YOU NEED

- A Certified Meeting Professional and experienced event planning staff will help with catering, room arrangements, and other important details regarding your event
- Doswell Hall (our largest conference room) accommodates 135 people
- Hurt & Latham Rooms (our two smaller conference rooms) accommodate 35 people
- Eight furnished, climate-controlled cottages accommodate up to 48 guests
- A commercial kitchen with adjoining dining room is available for rent (with Doswell Hall)

- Audio-visual equipment; teleconferencing equipment; and internet connections
- A beautiful, white gazebo – perfect for weddings; breaks; or scenic photo opportunities
- Furnished decks for dining, socializing, and break out sessions

HOW TO GET MORE INFORMATION

- For more information about Cedar Crest Conference Center, please call our office at (434) 767-2398. For pricing and availability of campsites, cottages, and picnic shelters in the day use area, please call the central Reservation Center at (800) 933-PARK (7275).

ABOUT CEDAR CREST CONFERENCE CENTER

Cedar Crest offers year-round facilities for business meetings, retreats, training, weddings, receptions, youth camps, picnics, and family reunions. Our facilities include three meeting rooms; commercial kitchen with adjoining dining room; furnished decks; gazebo; and picnic shelters with grills. We offer a variety of catering services, room arrangements, audio-visual and teleconferencing equipment, and other amenities.

HOURS

- Our office is open Monday – Friday, between 8:00 a.m. and 4:30 p.m.
- Conference facilities are available between 7:00 a.m. and 11:00 p.m. seven days a week.

FEES AND PAYMENTS

- Fee schedules are included in this brochure.
- Virginia sales tax of 5% is added to all sales (unless a tax-exemption letter from Virginia Department of Taxation is provided in advance and specifically states exemption from meals and lodging).
- A 30% deposit and the original, signed contract – returned to our office within 14 days – will guarantee your reservation. The balance of contract is due 10 days before start of event.
- A cleaning fee (\$150 minimum) will be assessed if the facility is not cleaned at end of event.
- Accepted methods of payment include cash, personal check, money order, Visa, and MasterCard.
- Checks and money orders (drawn only on Virginia banks) made payable to: Treasurer of Virginia.
- Returned check fee \$35.00

RESERVATIONS

Events on weekends and holidays (minimum of 8 hours) may be reserved one calendar year in advance. Shorter events may be reserved one month in advance. A tentative reservation for the conference center may be made, but can only be held for 14 days.

CANCELLATIONS

Cancellations (of conference facility rentals) with at least 60 days notice will receive a full refund of all payments made. Cancellations with less than 60 days notice will be charged 30% of the contract total (as a cancellation fee).

YOUR DETAILS

All arrangements must be finalized with the coordinator two (2) weeks before the event. Please advise us of your arrival and departure times; desired room arrangements; number of people expected; reserved seating; decorations; names of service providers (caterers, photographers, and musicians); and any requirements you have. Please be sure we have your most recent address, phone numbers, and other contact names (if applicable).

Since reservation times must include set-up, decorating, and cleaning, it is important that you confirm all plans and times with your service providers. They frequently require early set-up prior to the event. Should you need more time to meet their needs, please purchase additional hours by calling our office.

Approximately 1-1/2 hours before the end of your event, begin cleaning the facility and removing your belongings (empty trash cans, wash dishes, remove decorations, sweep floors, and mop spills). All garbage shall be removed from the building and placed in the screened-in room behind the kitchen. Boxes shall be broken down and put in cardboard recycling bin behind the kitchen. A non-refundable fee will be charged if the facility is not cleaned.

ALCOHOLIC BEVERAGES

The use and display of alcoholic beverages is prohibited in State Parks. However, organized distribution of alcoholic beverages is permitted only at the conference center when an ABC license is obtained by the reserving customer and provided to Cedar Crest at least two weeks before event. The license shall be posted at all times while event is being held. Alcohol may not be taken outside of the conference center or other area designated on the license. Use of alcohol is prohibited on the beach, grounds, in boats, and in the water. Application for one-day banquet license may be obtained from the Virginia Alcohol Beverage Control Board by contacting a local ABC Store or the agency web site at <http://www.abc.state.va.us/licensing.html>. Current cost of a one-day banquet license is \$55.00. Please allow at least fourteen (14) days to process the application. Under no circumstances will the conference center be open to the public while alcohol is served. Guests are required to stay in the conference room or on the deck with alcoholic beverages. Nothing is permitted in the parking lot, or in any other location on the grounds. Any violation of these rules will result in cancellation of the event and loss of all payments.

GUIDELINES

1. Cedar Crest Conference Center does not permit smoking inside. There are ash cans located outside each conference room for your smoking convenience..
2. Damage to, or theft of, park property is the responsibility of the group representative.
3. Costs associated with any repair or replacement will be charged to the group representative.
4. Do not tape or nail materials to the walls. We suggest the use of products like 3M temporary, tacky adhesives, which can easily be removed without damaging finish on walls and wood.
5. Do not remove furniture or supplies from any part of the facility. Furniture taken outside must be returned to building in the event of bad weather or before your departure. Furniture left outside – and subsequently damaged or warped – will be replaced at full value and charged to group representative.
6. Report all defective items and utilities to park staff immediately.
7. Observe posted speed limits in the park.
8. Swimming is prohibited in Prince Edward Lake (located at Cedar Crest Conference Center).
9. With the exception of trained companion dogs for the blind, animals are not allowed inside the conference facility or in any campground restroom.
10. For policies regarding smoking and pets in cabins or cottages, please call the Reservations center at (800) 933-7275 during normal business hours.

Cedar Crest Conference Center

At Twin Lakes State Park

FEE SCHEDULE A – EFFECTIVE APRIL 2004

CONFERENCE CENTER FEES

DESCRIPTION	FEE	UNIT
Doswell Hall – Complete Package Capacity: 135 Includes furnished adjoining deck, waterfront gazebo, grounds, volleyball, and horseshoe equipment (with advance notice).	\$437.00 \$218.00 \$ 50.00	8 hour block 4 hour block - minimum Each additional hour
Doswell Hall - Conference room only <i>Winter rate only.</i> No use of deck, gazebo, grounds, volleyball, or horseshoes.	\$312.00 \$156.00 \$ 35.00	8 hour block 4 hour block - minimum Each additional hour
Commercial Kitchen <i>Available only with Doswell Hall.</i> Required when hiring outside caterer or preparing own food. Does not include utensils, dishes, pans, or other kitchen supplies. All “fixed” equipment is included (stove, ice maker, dishwasher, convention oven, coffee maker, microwave, buffet server, and steamer).	\$100.00	Per event
The Latham Room Capacity: 35 people	\$187.00 \$ 93.00 \$ 35.00 \$125.00 \$ 62.00 \$ 20.00	<u>Without rental of Doswell Hall:</u> 8 hour block 4 hour block Each additional hour <u>With rental of Doswell Hall:</u> 8 hour block 4 hour block Each additional hour
The Hurt Room w/ Boardroom Table Capacity: 12 people	\$187.00 \$ 93.00 \$ 35.00 \$125.00 \$ 62.00 \$ 20.00	<u>Without rental of Doswell Hall:</u> 8 hour block 4 hour block Each additional hour <u>With rental of Doswell Hall:</u> 8 hour block (with Doswell rental) 4 hour block (with Doswell rental) Each additional hour (with Doswell rental)
Brick Picnic Shelter with Fireplace Capacity: 50 <i>Available only with conference room rental.</i>	\$125.00 \$ 65.00 \$ 10.00	8 hour block 4 hour block - minimum Each additional hour
Lost Key Charge	\$ 5.00	Each
Special Use Permit	\$ 10.00	Each event
Cleaning/Repair Fee Charged if facility or grounds are left in unusually dirty condition or if damaged due to vandalism or improper use.	\$ 50.00	Per hour / 3 hour minimum (\$150.00)

Cedar Crest Conference Center

At Twin Lakes State Park

FEE SCHEDULE B – EFFECTIVE APRIL 2004

OPTIONAL CATERING SUPPLIES

DESCRIPTION	FEE	UNIT	QUANTITY NEEDED
Food Service Equipment			
Water Goblet	\$0.25	Each	
Dinner Plate	\$0.75	Each	
Cup and Saucer Set	\$0.50	Set	
Bread Plate	\$0.25	Each	
Bowl	\$0.50	Each	
1 Place Setting	\$2.00	Set	
1 Flatware Setting	\$1.00	Set	
Stainless steel coffee pot	\$1.00	Each	
Glass Pitcher	\$1.00	Each	
Mixing or serving bowl	\$0.50	Each	
Cooking / serving utensil set	\$2.00	Set	
<i>Sharp knives are not available</i>			
Serving tray	\$1.00	Each	
Pot or pan for stove-top use	\$1.00	Each	
Large cookie sheet	\$2.00	Each	
Large baking / steaming pan	\$3.00	Each	
Medium baking / steaming pan	\$2.00	Each	
Small baking / steaming pan	\$1.00	Each	
Full size chafing pan with 1 can of fuel	\$3.00	Each	
Beverage dispenser or punch bowl	\$2.00	Each	
Bus Tray	\$2.00	Each	
Bus Cart	\$2.00	Each	
Linens			
Tablecloth (white or champagne)	\$3.00	Each	
Overlay (several colors)	\$1.25	Each	
Table skirt	\$3.00	Each	
Napkins	\$0.40	Each	

The group representative shall be charged full replacement costs associated with damage or theft of rental property.

Cedar Crest Conference Center At Twin Lakes State Park

FEE SCHEDULE C

OVERNIGHT RATES

Furnished Cabin Rental Rates

2 bedroom, non-waterfront

Resident
Non-Resident

2 bedroom, waterfront

Resident
Non-Resident

Hill Lodge

Resident
Non-Resident

Prime Season		Mid-Season		Off Season	
Daily	Weekly	Daily	Weekly	Daily	Weekly
Week minimum				2-night minimum	
\$92.00	\$556.00	\$83.00	\$494.00	\$68.00	\$411.00
\$102.00	\$611.00	\$91.00	\$543.00	\$76.00	\$457.00
\$102.00	\$611.00	\$90.00	\$543.00	\$75.00	\$452.00
\$113.00	\$679.00	\$101.00	\$604.00	\$84.00	\$503.00
\$136.00	\$818.00	\$121.00	\$728.00	\$101.00	\$605.00
\$151.00	\$909.00	\$135.00	\$809.00	\$112.00	\$672.00

Check in time is 3:00 p.m. Please register at the front office to obtain keys and parking passes. Check-out time is 10:00 a.m. Leave keys in cabin, or return to front office. Be sure to clean your cabin and remove all personal property. Additional charges will be assessed for unusual or excessive cleaning needed, as well as damages to State property.

Friday before
Memorial Day
through Labor Day

April 1st through
Thursday before
Memorial Day, and
Day after Labor Day
through Nov. 30th.

Jan. 1st through
Mar. 31st, and Dec.
1st through Dec.
31st.

Pet Fee \$5.00 per night / per pet

Campsites

Main Campground \$20 per night (water and electric)
Group Campground \$190 per night for 19 sites (rustic)

Parking

Free to overnight guests
Weekdays \$2.00
Weekends \$3.00
Buses (every day) \$10.00

Swimming

Free to overnight guests
Under 3 years of age Free
Ages 3-12 \$2.00
13 and over \$3.00

Shelters

Located in Day Use / Picnic Area
Shelter 1 \$45.00 for half-day (specify A.M. or P.M.)
Shelter 2 \$30.00 for half-day (specify A.M. or P.M.)

Call (800) 933-7275 to reserve cabins, campsites, and day use area picnic shelters.

Cedar Crest Conference Center

Twin Lakes State Park
22 Cedar Crest Road
Green Bay, VA 23942

2005 Conference Center Event Application

Date of application: _____

Customer Name:	_____	
Mailing Address:	_____	Home Phone: _____
	_____	Work Phone: _____
	_____	FAX: _____
Email Address:	_____	Cell Phone: _____

Type of Event: _____

Date(s) of Event:	_____	Time: _____	to _____	# Guests: _____
	_____	Time: _____	to _____	# Guests: _____
	_____	Time: _____	to _____	# Guests: _____
	_____	Time: _____	to _____	# Guests: _____

Facilities Requested:	Cost:
_____	_____
_____	_____
_____	_____

Equipment Needed:

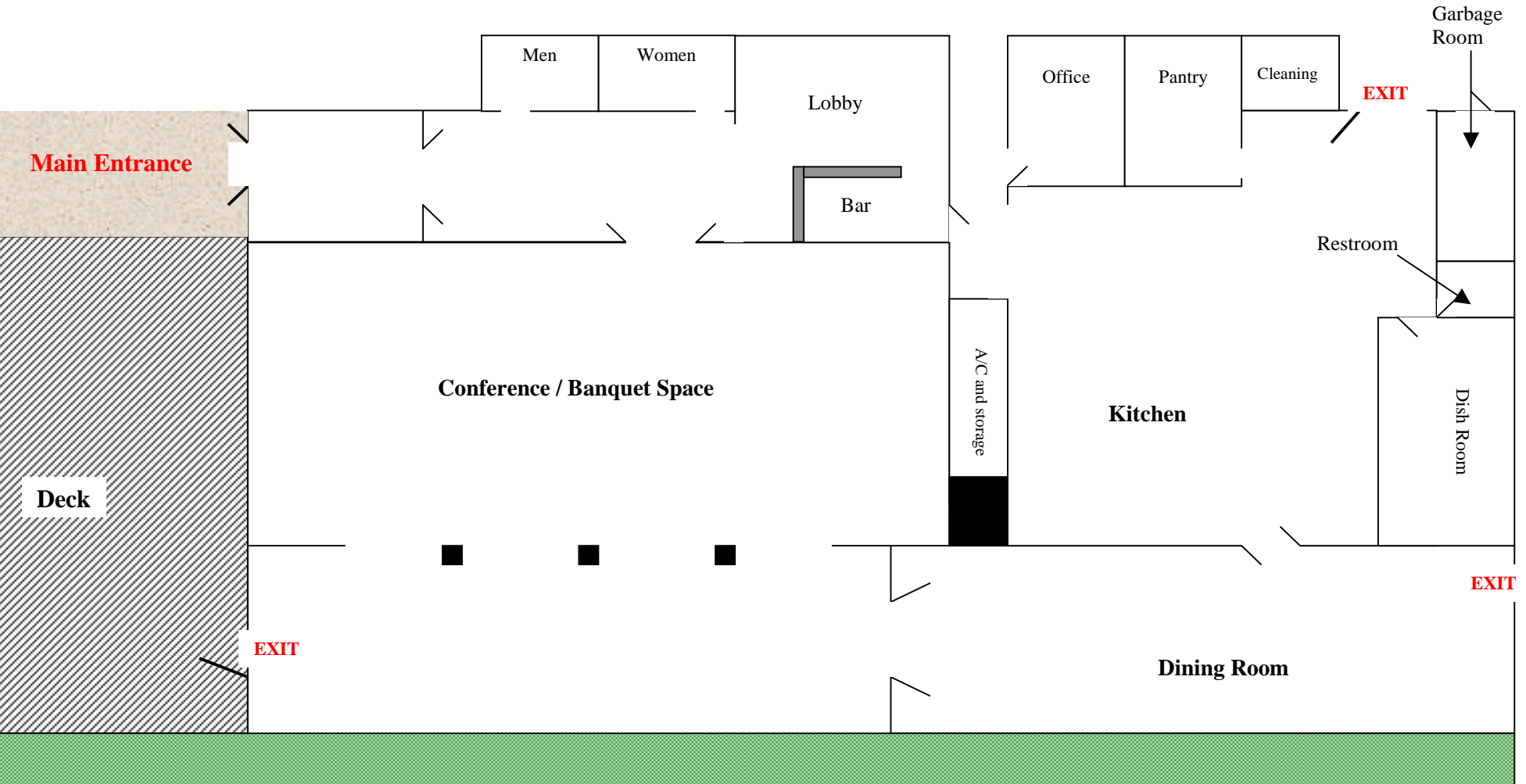
Setup Information: _____

Would you like us to cater your event?	Yes	No	Maybe
Would you like us to send our Catering Information to you?	Yes	No	
Please note: A catering contract will be required if you choose Cedar Crest Conference Center as your caterer. A separate deposit is required to secure our services, and the full balance shall be paid 10 days before your event.			

Additional information or comments regarding this event:

Doswell Hall
Capacity approx. 135

Parking Lot



Lake and Gazebo

